CDSL/OPS/RTA/POLCY/2023/250 **November 21, 2023**

AMENDMENTS TO CDSL's RTA OPERATING INSTRUCTIONS

Issuers / RTAs are advised to note that amendments have been affected in Chapter 6: COSTS, CHARGES AND DEPOSITS of CDSL's RTA Operating Instructions, whereby it has been made mandatory for all the existing/new schemes of Alternate Investment Funds (AIFs) with corpus of more than Rs.500 crores to dematerialize their units by October 31, 2023.

Further the AIFs are required to dematerialise their existing schemes of AIFs with corpus less than Rs.500 crores by April 30, 2024.

Issuers /RTAs are advised to note that the charges have been made effective from November 02, 2023 which will be billed to you in the month of December 2023 i.e. billing cycle for the month of November 2023. Accordingly, the amendments in track change mode are attached herewith [**Refer Annexure –A**].

Queries regarding this communiqué may be addressed to **CDSL – Helpdesk:** on telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com.

sd/-

Nilesh Shah
Asst. Vice President - Operations

ANNEXURE A

<table>
<tr><th>Clause</th><th>Existing Instructions</th><th>Amended Instructions</th></tr>
<tr><td colspan="3">Chapter 6: Costs, Charges and Deposits</td></tr>
<tr><td>6.3</td><td>Annual charges to be paid by Unlisted companies:

Reference Ministry of Corporate Affairs (MCA) notification dated 10th September 2018, Issuers to pay @ Rs. 11.00 (*) per folio (ISIN position) to CDSL, subject to a minimum as mentioned below:

<table>
<tr><th>Nominal value of admitted securities (` )</th><th>Annual Custodial Charges payable by an Issuer to CDSL ( `) (*)</th></tr>
<tr><td>Upto 2.5 crore</td><td>5,000</td></tr>
<tr><td>Above 2.5 crore and upto 5 crore</td><td>9,000</td></tr>
<tr><td>Above 5 crore and upto 10 crore</td><td>22,500</td></tr>
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<tr><td>Above 20 crores</td><td>75,000</td></tr>
</table>

Security Deposit:

The unlisted companies to maintain security deposit of not less than two years of annual charges.</td><td>Annual charges to be paid by Unlisted companies<u> & Alternate investment Funds (AIFs) :</u>
Reference Ministry of Corporate Affairs (MCA) notification dated 10th September 2018, Issuers to pay @ Rs. 11.00 (*) per folio (ISIN position) to CDSL, subject to a minimum as mentioned below:

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Clause	Existing Instructions	Amended Instructions
6.8	**Corporate Action -** A charge @ `10/- per credit and/or a charge of `10/- per debit to/from a BO account subject to a minimum of `1000/- per file. However, in case of split or consolidation or capital reduction only one side will be charged.  Debits / Credits attempted to invalid BOIDs will attract charge.  Additional fee up to `20,000/- will be levied for customized CA processing request.	**Corporate Action -** A charge @ `10/- per credit and/or a charge of `10/- per debit to/from a BO account subject to a minimum of `1000/- per file. However, in case of split or consolidation or capital reduction only one side will be charged. ***Rs.10/- per record subject to a minimum of Rs.300 /- per file per Issuer for all security types pertaining to AIFs.*** Debits / Credits attempted to invalid BOIDs will attract charge. Additional fee up to `20,000/- will be levied for customized CA processing request.
6.16	**Processing Fees for Issuers –** A non-refundable processing fee of `20,000/- shall be payable by Issuers for admission of listed securities.  A non-refundable processing fee of Rs. 15,000 shall be payable by Issuer for admission of unlisted securities. A non-refundable processing fee of `15,000 shall be payable by Issuers for the removal of unlisted securities.	**Processing Fees for Issuers *and Alternative Investment Funds (AIFs)*** A non-refundable processing fee of `20,000/- shall be payable by Issuers for admission of listed securities.  A non-refundable processing fee of Rs. 15,000 ***per AIF Trust*** shall be payable by Issuer for admission of unlisted securities/ ***AIF trusts.***. A non-refundable processing fee of `15,000 shall be payable by Issuers for the removal of unlisted securities/ ***AIF trusts***.
6.22	**Charges for BenPos generation -** BenPos, in the normal course, is generated / distributed to all the Issuers/RTAs once a week (Friday) and as on end of the month or on set up, due to Corporate Action by company / statutory requirements. If BenPos is requested on any other date/day other than the dates when it is generated in the normal course, a fee of `7,500 per request per day up to 10,000 records and `15,000/- for records above 10,000 is levied on the Issuer/RTA.	**Charges for BenPos generation -** BenPos, in the normal course, is generated / distributed to all the Issuers/RTAs once a week (Friday) and as on end of the month or on set up, due to Corporate Action by company / statutory requirements. If BenPos is requested on any other date/day other than the dates when it is generated in the normal course, a fee of `7,500 per request per day up to 10,000 records and `15,000/- for records above 10,000 is levied on the Issuer/RTA. ***For AIFs - Charges of Rs.300/- per ISIN per day subject to a maximum cap of Rs.10,00,000/- per annum per AIF. These charges are not applicable for the weekly benpos given every Friday or to the monthly benpos given as on each month end.***